

Commercial Building Tenant Improvement

Two paper plans sets or an electronic copy of your plan will be required containing the following information. The Website for downloading documents is:
<http://epermit.elpasotexas.gov/citizenaccess/>

Zoning:

- 1) Site plan with property lines, drawn to scale, if the work involves a change of occupancy
- 2) Property address
- 3) Legal description

Architectural:

- 1) Building Permit Application available at: the One-Stop Shop or at the City website at: www.elpasotexas.gov.
- 2) For projects over \$50,000, the Elimination of Architectural Barriers (EAB) number from a registered Texas Accessibility Specialist (TAS)
- 3) Architects / Engineer's seals are required on all plans for:
 - a. A, B, E, F, I & M occupancy types that involve a change of occupancy
 - b. A, B, E, F, I & M occupancy types where the affected area exceeds one thousand square feet or the proposed work involves or affects structural elements, fire-resistive elements or fire exits
 - c. All buildings three stories or more in height
 - d. All buildings and structures that are five thousand square feet or more in area
- 4) Floor plan identifying all rooms & spaces
- 5) Door & window schedules
- 6) Hardware specifications
- 7) Wall & ceiling finish materials and specifications
- 8) Show fire rated construction such as occupancy or area separation walls, corridors, penetrations, etc.

Fire Protection

- 1) Location of fire hydrants if a change of occupancy types is occurring
- 2) Locations of Fire Department Connections (FDC) for all fire protection features
- 3) Locations of Fire Extinguishers
- 4) Locations of exit signs and any interior & exterior emergency lights as required
- 5) Show compliance for any hazardous materials or processes, if applicable

Electrical:

- 1) International Energy Conservation Code IECC lighting report for any new lighting.
- 2) Riser diagram showing size of conduit and wire.
- 3) Show location of service & load calculations to include all short circuit / fault current calculations

- 4) Location, description and calculations of all new outdoor lighting complying with the Dark Skies Ordinance
- 5) Panel schedules & descriptions of new circuits with connected loads, panel ratings & feeder sizes
- 6) Shown location of exit & emergency lights
- 7) Power plan
- 8) Lighting plan

Mechanical

- 1) International Energy Conservation Code compliance report for any new mechanical equipment & water heaters
- 2) Heating and cooling load calculations
- 3) New HVAC equipment model and type showing capacity (tonnage & btu's) & SEER
- 4) Location, access & working space for mechanical equipment
- 5) Combustion air, flue sizes & materials
- 6) Dampers-size, type & locations
- 7) Sizes of supply/return air ducts & grilles shown in plan view with CFMs
- 8) Location, material & location of mechanical ducts & pipes
- 9) Size, location & piping material of all air conditioner condensate drains
- 10) Size, location & ducting of all smoke control systems & detectors
- 11) If required, commercial kitchen hood details
- 12) Evaporative coolers shall with automatic drain systems (Clean Machine-type)

Plumbing

- 1) Plan view of all water, drainage, waste & vent piping with location & size
- 2) Drainage, waste, vent & water supply plans, indicate type of fixtures with symbols
- 3) Location & size of gas, fuel oil or LPG piping appliance demands and flue sizes.
- 4) Location of all water heaters and/or boiler combustion air & flues.
- 5) Show location of cleanouts, backwater valves & water shutoff valves
- 6) Plumbing isometrics for hot & cold-water piping, drain, waste & vent piping and gas piping.
- 7) For gas piping indicate the total developed length, the length of each branch, the demand for each appliance and the total demand
- 8) Location of any grease/sand/oil interceptors with details on compliance with standard practice

Health Dept:

- 1) If the proposed use of the building involves food service, provide the following:
 - A. Separate plan set with equipment legend
 - B. Health Dept. plan review application
 - C. Required Health Dept. plan review fees.

All plans must comply with the latest adopted edition of:

1. International Code Council family of Codes. Available at: www.ICCSAFE.org

2. National Electrical Code. Available online
3. Local amendments in the El Paso Municipal Code which can be found at:
 - a. Building Code amendments:
https://www.municode.com/library/#!/tx/el_paso/codes/code_of_ordinances?nodeId=TIT18BUCO
 - b. Fire Code amendments:
https://www.municode.com/library/#!/tx/el_paso/codes/code_of_ordinances?nodeId=TIT9HESA_CH9.52FIPRCO
 - c. Subdivision
https://www.municode.com/library/#!/tx/el_paso/codes/code_of_ordinances?nodeId=TIT19SUDEPL

For help in obtaining information or to contact the Building Permit Division, please call (915) 212-0085 or visit our website at:

<http://www.elpasotexas.gov/planning-and-inspections>